

Professional and Managerial Branch  
Miscellaneous Managerial Group  
Sewage Plant Supervision Series

E.P.W.U. SEWAGE PLANT  
SUPERINTENDENT II  
09/89

#### CHARACTERISTICS OF THE CLASS:

Under direction, is responsible for the operation, maintenance, functions and activities of aerated and stabilization lagoons and a sludge digestion sewage treatment plant; performs related duties as required.

#### EXAMPLES OF DUTIES:

Analyzes the effectiveness of sewage treatment processes and makes recommendations for changes and improvements; supervises the taking, testing and analysis of sewage and effluent samples; prepares and reviews operating reports; conducts periodic plant inspections to ensure compliance with safe operational practices and procedures; confers with engineers on capital improvements to sewage treatment plants; plans and implements preventive maintenance programs; assures compliance with federal, state and local health rules and regulations.

Prepares and submits operational budget recommendations; prepares cost estimates and requisitions supplies, materials and equipment; directs the processing and sale of compost.

Supervises, trains and evaluates assigned personnel; prepares shift rotation schedules; interviews new employees; enforces established rules and regulations, standards of conduct and work attendance; enforces safe working practices and procedures.

#### MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from high school or G.E.D. and five years of progressively responsible experience in waste treatment operations and/or maintenance, three years of which must have been at the level of Sewage Plant Operator III, Maintenance Mechanic II or higher; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the operation and maintenance of a waste treatment facility; considerable knowledge of sewage treatment and sludge processing; considerable knowledge of chemistry as it pertains to waste treatment; considerable knowledge of safe working practices and procedures; good knowledge of state and federal health regulations; some knowledge of supervisory techniques, standards of conduct and work attendance.

Ability to supervise, train, and evaluate assigned personnel; ability to enforce safe working practices and procedures, standards of conduct and work attendance; ability to express oneself clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with fellow employees, officials and the general public; ability to analyze and prepare specifications for facility improvements; ability to maintain records and prepare reports; ability to enforce safe working practices and procedures.

Physical Requirements: Exposure to unpleasant odors; mobility within a treatment facility environment; lift and carry heavy objects (up to 50 pounds); climb ladders to access equipment; subject to call during non-working hours; operate a motor vehicle through City traffic.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state; Texas Class "B" Sewer Certificate of Competency.

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Director of Personnel

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Department Head